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## **TEST READINESS REVIEW (TRR) CHECKLIST**

The TRR is a milestone used to determine if all necessary tasks have been completed in order to proceed to Beta I testing. This meeting is held approximately five to ten days prior to the start of Beta I, and after the completion of PMO conducted functional testing (in-plant acceptance testing or IPAT). Activities not completed or deliverables not received by the time of the TRR may result in a delay in testing. The following checklist outlines the areas that should be covered for a successful TRR:

<b>ACTIVITY</b>	<b>COMMENTS</b>
TEST PLANNING DOCUMENT	
H/W & S/W AVAILABLE	
INTEROPERABILITY SYSTEM (location and versions)	
SOFTWARE & DATA	
DOCUMENTATION	
LOCATION, START DATE AND TIME	
SUPPORT PERSONNEL	
CLEARANCES/VISIT AUTHORIZATIONS	
IPAT PACKAGE	
OPEN SPRS	
JITC COORDINATION	
SECURITY COORDINATION	
USER FUNCTIONALITY COORDINATION	
ACTION ITEMS ASSIGNED	
ATTENDEES	

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